

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **SITE MANAGER**

DEPARTMENT: **SENIOR CENTER**

BASIC FUNCTION:

Under general supervision, to coordinate the nutrition and mobile meals programs for senior citizens; to participate and assist in the implementation of senior citizen programs; and to do related work as assigned.

KEY RESPONSIBILITIES:

Coordinate, supervise and implement the operations of the mobile meals program and the nutrition program.

Supervise, administer and coordinate the portioning and serving of contractual meals and the operation of the kitchen and dining room.

Act as an advocate for the elderly.

Order supplies, equipment and keep inventory.

Develop and maintain the routes for the mobile meals program.

Compile statistics and prepare reports.

Maintain proper Health Standards in regards to food service delivery.

Coordinate the packaging of prepared meals for delivery, to mobile meals participants.

Conduct nutrition education and social service programs.

Collect donations and prepare receipts.

Assist with the development of the budget.

Perform an assessment of clients to determine their eligibility for the mobile meals program.

Recruit, supervise, train, schedule and evaluate assigned staff and volunteers.

Represents the City at various meetings.

QUALIFICATIONS:

Knowledge of:

Theory, practices and principles of gerontology and senior programming.

Program planning, budget preparation and personnel management.

Principles of menu planning, and meal service and sanitation.

Ability to:

Relate to older persons and coordinate all phases of the nutrition program and mobile meals.

Work with large groups of people.

Use good judgment and make sound decisions in accordance with established procedures and policies.

Supervise staff and volunteers.

Establish and maintain cooperative and effective relationships with those contacted in the course of work.

Communicate clearly and concisely, orally and in writing.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities that would be qualifying. A typical way to obtain the knowledge and abilities would be:

Two years of full-time experience in food service operations and nutrition planning. Experience in microcomputer operations is helpful, but not mandatory.

Any combination of education course which provide the knowledge necessary to perform the duties of the position including course in food service management and nutrition.

SPECIAL REQUIREMENTS:

Possession of a valid Class III California Driver's License.

Ability to acquire a Food Manager's Certificate within six months of date of hire.

This position is federally funded. The position may be eliminated if the grant funding is terminated.

General Employee

Salary Schedule

General Employees Salary Ranges

Benefits

City of Carlsbad General Employee Benefits